

TUCSON UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD  
AUDIT COMMITTEE  
AGENDA FOR AUDIT MEETING\*

TIME: April 22, 2016  
2:00 p.m.

PLACE: Board Conference Room  
Morrow Education Center  
1010 E. Tenth Street  
Tucson, Arizona 85719

2:00 p.m. CALL MEETING TO ORDER

2:00 p.m. CALL TO THE AUDIENCE

INFORMATION ITEM

2:05 p.m. 1. Introduction of New Committee Member – Rachel Wall

ACTION ITEM

2:10 p.m. 2. March 18, 2016 Minutes

STUDY/ACTION ITEMS

2:15 p.m. 3. External Engagement Schedule for 2016-2017 Audit  
• Heinfeld, Meech & Co.

3:00 p.m. 4. Recent Monthly Financial Report to the Governing Board – Fiscal Year-to-date Expenditure  
• Karla Soto

3:15 p.m. 5. Semi-Annual Report to the Governing Board at the May 24 Special Board Meeting

3:30 p.m. 6. Proposed Agenda Items and/or Additional RFI's

Internal Control Issues

- a. USFR Compliance – Questionnaire Comments
- b. Accounting Records
- c. Cash Handling
- d. Capital Assets Control
- e. Expenditures
- f. Procurement
- g. Payroll
- h. Monthly Financial Reports
- i. Student Attendance Reporting
- j. Student Accounts
- k. Auditor General Internal Controls
- l. After-the-Fact Purchase Orders
- m. Annual Single Audit Reporting Package (Each Year)
- n. Update on ERP Process
- o. Consolidation of Advertising
- p. Internal Auditor Status

## Audit Committee Meeting

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- 3:35 p.m.        7. Meeting Date/Time: Friday, April 29, 2016, 3:00 p.m. to 4:00 p.m. –  
Governing Board Audit Committee Executive Session – Internal Auditor  
Second Interview
- 3:40 p.m.        8. Future Agenda Item(s)
- 4:00 p.m.        ADJOURNMENT

### ADJOURNMENT

- One or more Audit Committee members will/may participate by telephonic or video communications.
- Names and details, including available support documents, may be obtained during regular business hours at the TUSD Governing Board Office.
- Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Translations/Interpretations Services at 225-4672. Requests should be made as early as possible to arrange the accommodation.
- Upon request, TUSD will provide a certified interpreter to interpret Audit Committee meetings whenever possible. Please contact Translations/Interpretations Services at 225-4672 at least 72 hours prior to the event. Every effort will be made to honor requests for interpretation services made with less than 72 hours' notice.
- Previa petición, TUSD proporcionará un intérprete certificado para interpretar la agenda de el comité de Audité o de proporcionar los servicios de interpretación en la reuniones de la Mesa Directiva cuando sea posible. Favor de contactar los Servicios de Traducción/Interpretación al teléfono 225-4672 cuando menos 72 horas antes del evento. Se hará todo lo posible para proporcionar los servicios de interpretación realizados con menos de 72 horas de anticipación.
- If authorized by a majority vote of the members of the Audit Committee, any matter on the open meeting agenda may be discussed in executive session for the purpose of obtaining legal advice thereon, pursuant to A.R.S. 38-431.03 (A)(3). The executive session will be held immediately after the vote and will not be open to the public.

### Future Meeting Dates

May 27, 2016

June 24, 2016

July – No meeting